

## RE-ACTIVATING A PERSON

1. Click on the Cases Expando to view cases.
2. Click on the hyperlink Case Name. This will open the Case Maintenance window.

**Case**

Last/Provider:  Number: 20243 Status: Open

First:  Initial:  Open Date: 07/28/2000

**Participants** | Address | Collaterals | Closing History

**Basic**

Case Type:  Description:

County:  Site/Region:

Number of Household Members:  CARES Case Number:  County Case Number:

**Participants**

Name	Hshld	Status	DOB	Gender	Relationship	Legal		
<a href="#">Anderson, Amy</a>	Y	Active			<input type="text" value="Reference Person"/>	None	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">Anderson, Andrew</a>	U	Active	05/05/1995	Male	<input type="text" value="Biological Child"/>	None	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">Anderson, Anita</a>	U	Active	06/06/1996	Female	<input type="text" value="Biological Child"/>	None	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">Mooretest, John</a>	U	InActive	07/01/1970	Male	<input type="text" value="Birth Sibling"/>	None	<a href="#">ReActivate</a>	<a href="#">Remove</a>

Options:

3. Each case participant is listed on the bottom of the first tab on the Case Maintenance Window. Each person's relationship to the reference person is shown highlighted in blue under the Relationship Column. It may be necessary to use the scroll bar on the right of the screen to view all participants in the case.
4. If a participant has been Deactivated in the case, there will be a Reactivated hyperlink on the line regarding that participant, such as in the above screen shot, Mooretest, John is InActive.

- Click on the ReActivate hyperlink and the Participant Status window will open. The user will be required to enter an Effective Date to ReActivate the participant.

**Participant Status**

Action Requested: ReActivate  
Name: Mooretest, John  
Worker: Terri Bendert  
Reason: Moved In With Family  
Date: 12/02/2003  
Effective Date: 12/02/2003

**Participant History**

Status	Effective Date	Reason	Worker
Active	11/25/2003		Bendert, Terri
InActive	11/25/2003	Moved	Bendert, Terri
Active	12/02/2003	Moved In With Family	Bendert, Terri

Save Close

- Click on the Save button and then Click on the Close button to return to the Case Maintenance window.